

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

ACCOUNT TECHNICIAN II - 00116

Monthly Salary Range: \$2572 - \$3579

Regular Test – No Option Option SS – Spanish Speaking

General duties: An Account Technician II independently performs technical accounting work in maintaining a complex, complete set of general account books by a fund or grant, or supervising the maintenance of a complex set of detailed books for a division or institution; supervises a small staff of four or more subprofessionals engaged in verifying and preparing a variety of financial documents and posting to account books; posts financial information to journals, registers, ledgers and other related financial records and makes adjusting entries and reconciles documents; closes account books; prepares or assists accountants in preparing difficult financial statements or reports for the department; performs other duties as required or assigned.

Minimum training and experience: Completion of two years of college and one year of technical accounting experience or four years of related clerical bookkeeping experience; or any equivalent training and experience.

Knowledges tested: Error recognition; Alphabetizing; Numeric filing; Mathematics; Bookkeeping; Accounting; Supervision.

Tests and weights: Automated multiple-choice test 100%.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Length of eligibility period: One year.

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

7-6-99 (RC-014-12) Salary 1-1-06, Counties Updated 2-24-03, Option SS added 10-19-04

ACCOUNT TECHNICIAN II

Option SS--Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Adams, Alexander, Brown, Carroll, Christian, Clinton, Cook (SS), DuPage, Fayette, Fulton, Henry, Jefferson, Johnson, Kane, Kankakee, Knox, LaSalle, Lawrence, Lee, Livingston, Logan, Macon, Montgomery, Morgan, Peoria, Perry, Randolph, Rock Island, St. Clair, Saline, Sangamon, Schuyler, Vermilion, Will.

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.